



## **Household Hazardous Waste (HHW)**

### **Steering Committee**

Thursday, January 17, 2013, 3:00 p.m.  
Thomas O. Price Service Center Large Conference Room  
4004 S. Park, Building 1  
Tucson, AZ 85714

### **Meeting Summary**

#### **1. Call to Order**

Meeting called to order by Ursula Kramer at 3:02 p.m. Those present and absent were:

##### **Present:**

Ann Marie Wolf  
Erin Gibson  
Brandy Kadous  
Mike Jones  
Ursula Kramer  
Jeff Langejans

SERI  
Pima County Sheriff's Office  
City of Tucson / CSS  
Tucson Fire Department  
Pima County DEQ  
Tucson Fire Department

##### **Guests:**

Fred Leahy  
Catherine Schladweiler

Tucson Fire Department  
Tucson Electric Power Co.

##### **Absent:**

Seth Ruskin  
Paul Kramkowski

Community Representative  
Raytheon

##### **Staff Members Present:**

Frank Bonillas  
Fran LaSala  
Nora Rodriguez

ES/HHW Superintendent  
ES Environmental Manager  
Environmental Services

#### **2. Meeting Summary Document – November 29, 2012 Meeting**

New Meeting Summary document was approved by the board and will be the new format for future meetings.

#### **3. Action Items – Resignation of Mike Jones**

- Mike Jones has submitted his resignation effective February 1, 2013. Cpt. Jeff Langejans from the Tucson Fire Department will replace Mike Jones.

#### **4. Coordinator's & Financial Report**

- *Mobile Collection Plan* – Plans are being put in place to move the site to Park Ave/Ajo Way. Collections will be scheduled every 2<sup>nd</sup> Saturday of each month. Fran LaSala suggested we have a draft plan by the next Steering Committee of what should be sent to Mayor and Council explaining the 2<sup>nd</sup> Saturday collections.
- *Fund Balance Expense* – Frank Bonillas provided details to the Steering Committee on proposed expenses planned this FY for the Fund Balance.
- *IH Study*- Currently, there is no true IH Base Study at HHW. Brandy's department will help pay for the cost to get a base study in place. Contract is coming due mid-April with the current contractor. Frank Bonillas will work with the current contractor to finalize this study.
- *CABOP Status* – Environmental Services assumed responsibility the 1<sup>st</sup> week of January 2013, which included December 31, 2012. HHW staff is rotated monthly.

#### **5. FY 2014 Budget**

A proposed FY 2014 Operating Budget sheet was given to the Steering Committee and discussed. Brandy Kadous moved to approve the budget, seconded by Ann Marie Wolf, with unanimous approval.

#### **6. Volunteer Training Proposal**

- *ETC Draft* – Waiting for content from ETC to complete training manual. Once manual is complete, Fred Leahy will develop/implement the online training modular.
- *Training Committee Update* – Fred Leahy and Brandy Kadous developed an online modular and presented it to the Steering Committee. Training Committee will meet before the next scheduled Steering Committee.
- *Volunteer Scheduling/Coordinator Update* – Current emphasis is on volunteer training. Once that is complete, emphasis will shift to recruiting more volunteers to ensure adequate amounts of volunteers. Volunteer scheduling for all collection events will continue and expand as new collections are scheduled in 2014 at other City locations.

#### **7. New Business**

Volunteer items to be included on each meeting agenda.

#### **8. Call to Audience**

No audience

**9. Next Meeting Date, Time and Location**

Thursday, March 21, 2013 at 3:00pm at the Thomas O. Price Service Center, 4004 S. Park Ave., Bldg. 1, ES Conference Room.

**10. Adjournment**

Meeting was adjourned at 4:22 p.m.